



**State of Vermont**  
**Vermont Department of Education**  
120 State Street  
Montpelier, VT 05620-2501

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\$ **Important** \$  
\$ **Funding** \$  
\$ **Information** \$  
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To: Special Education Administrators

From: Karin Edwards, Director  
Student Support Services Team

Date: May 11, 2009

Subject: FY-2010 Individuals With Disabilities Education Improvement Act – Part B (IDEA-B) Basic and Pre-School Flow Through Application Forms for Regular Grant Funds and ARRA Funds

Field Memo: 09-04

Attached you will find the forms and information needed to apply for FY-2010 IDEA-B Basic and Pre-School Flow Through grants. This includes both the regular grant funds and the funds made available for IDEA-B under the American Recovery and Reinvestment Act of 2009 (ARRA). Attached you will find the allocations which have previously been sent to you through e-mail. The allocations are based on the Vermont State grant amount provided to us by the Federal Office of Special Education Programs and the updated student counts that we use for the population and poverty allocations. These should be the final allocation amounts and include the calculation of the proportionate share based on the December 1, 2008 child count.

The following are the changes and clarifications to the forms and instructions from last year.

- The forms have been updated to cover both the regular allocation and the ARRA allocations. The detailed budget requires that each item be shown as either from the regular grant funds or the ARRA funds. The summary pages show a total for each grant category.
- There are separate revenue codes for the ARRA funds. The code for the ARRA funds for the IDEA-B Basic (3-21) is 4756. The code for the ARRA funds for IDEA-B Pre-School (3-5) is 4758. Each grant must be tracked separately by the supervisory union and their member school districts.
- The proportionate share will be awarded under a separate grant award number which will end in “02” instead of “01”. With the requirement to reserve the proportionate share funds not spent in the first year for another 12 months, the department needs to track these funds

separately to maintain an accurate record of what has been spent and what is being carried forward. This means that supervisory unions need to track these expenditures separately and will need to file separate SDE 1.1 forms for the “01” and the “02” grant.

- The budget forms for the IDEA-B Basic (4226/4756) and IDEA-B Pre-School (4228/4758) grants are now two separate excel files instead of one. It has been difficult to manage the amendment when the one file has been used for the two grants. Also instead of sending the excel files out on CD, we will be e-mailing them out as well as having them available on the department web site.
- Supervisory unions requesting to use grant funds for construction or renovation need to submit a written justification for those requests. There are very specific criteria for allowing such activities under IDEA-B. Funds can not be used for those purposes without specific written approval by the Department of Education in advance of any funds being obligated for those purposes.
- Supervisory unions requesting use of funds for Early Intervening Services (34 CFR 300.226, Vermont Local Education Agency Plan, page 11) should identify those services in the Detailed Budget. Both regular and ARRA funds are eligible for this use.
- There will be additional reporting requirements for the ARRA funds. The requirements that we are currently aware of is quarterly reporting of the number of jobs created and the number of jobs retained with the ARRA funds. The department is working on a way of submitting those reports across ARRA grant programs so the information can easily be consolidated and reported to the federal government.
- The electronic budget forms for FY-2010 should be e-mailed to [doe-ideab@state.vt.us](mailto:doe-ideab@state.vt.us). The paper portions of the application should be mailed to the department to attention of Margaret Schelley.
- The amendment deadline for FY-2010 will be April 1st, 2010.

#### Reminders about the IDEA-B Basic and Pre-School Grant Application Process

The IDEA Basic Flow Through and Pre-School Flow Through funds are to be budgeted and used for the allowable special education costs listed in the general instructions and in Appendix A. The IDEA-B Basic Flow Through funds are to be used for serving eligible students who are at least three years old up to their 22<sup>nd</sup> birthday as well as for “child find” for children birth through age 21. The Pre-School Flow Through funds are to be used for serving eligible students who are at least three years old up to their 6<sup>th</sup> birthday. The information on allowability of services benefiting non-disabled children has been updated at the end of Appendix A.

The budget for each grant needs to include all the IDEA-B funds that the supervisory union plans to spend for the year. This may include funds from the FY-2010 allocation as well as carryover from the previous year. Amendments to the grants will only be able to cover costs from the date that the amendment is received in substantially approvable form to the end of the grant period. **This means that you want to be sure to include enough funds in the initial application for budget items that happen early in the grant as you will not be able to add to line items after the expense has already been incurred.**

### Tips for Completing IDEA-B Budgets and Handbook II Coding Sheets

Enclosed you will find a one-page sheet entitled “Tips for Completing IDEA-B Budgets”. This is a quick overview of the instructions highlighting the areas where the most errors are made. Also enclosed you will find two Handbook II Coding sheets - one for function codes and one for object codes. We hope these will be of assistance when you are completing the budget detail.

### Staff Documentation Requirements

Please remember that you are required to document staff being charged to IDEA-B just like any other federal grant. The state time study documentation is not sufficient for federal funds. Any staff charged to IDEA-B needs to have either the semi-annual certification or personal activity reports. The semi-annual certification is used if the staff person only providing services that fall under one cost objective such as K-12 special education or preschool special education.

However, this does not apply if the staff person is performing non-special education services such as services to groups of EST and 504 students. The personal activity reports is required for staff that performs work under more than one cost objective. For example, if a special educator provides special education services as well as Title I services, then the special educator would need to report for each pay period the number of hours spent on each cost objective usually on a daily basis. All staff documentation needs to be prepared during the year and signed by the employee and retained for audit purposes. For summer services, personal activity reporting should be used to document the actual number of hours worked as well as indicating the cost objective.

For more information on staff documentation for special education staff charged to IDEA-B funds, please refer to the section XII of the Technical Guide for Special Education Staff Documentation.

### School Board Approval and Deadline for Submission

We are sending out the budget forms now to allow time for the LEAP to be voted on by each school board within your Supervisory Union. Pursuant to State Board of Education Regulation 2366.10, the LEAP must be submitted by each supervisory union, which receives state or federal funds for special education. In accordance with federal regulations, the local education agency must provide assurances that are spelled out in the LEAP. The best way to properly provide those assurances is to have each local school district board properly notice, warn, and discuss the policies necessary to meet LEAP requirements. The local board can then authorize their representative(s) to the supervisory union board to vote in favor of or against the LEAP provisions. It should be noted however, that failure to adopt the LEAP does not relieve a district or the supervisory union of IDEA responsibilities. The approval by the Supervisory Union Board has basis in 16 V.S.A. §261a(6)(A), which states that the Supervisory Union Board is responsible for providing special education.

Before you can expend IDEA-B funds for FY-20010, the Department must receive the following application forms and an electronic version of the budget and financial summary either by disk or e-mail. The following are the specific requirements:

<u>Category</u>	<u>Completed Forms Must Be Received by Department of Education</u>
IDEA-B Basic Flow Through Revenue Codes (4226/4756)	LEAP, Project Information Abstract Page for Basic Grant, and Basic Flow Through Budget in excel, all in substantially approvable form
IDEA-B Pre-School Revenue Codes (4228/4758)	LEAP, Project Information Abstract Page for Pre-School Grant and Pre-School Budget in excel, all in substantially approvable form

The beginning date of each grant is the date the supervisory union meets the requirements for the grant category. Under no circumstances can the FY-2010 grant start before July 1, 2009 even if all of the requirements are met before July 1, 2009.

If you have questions about completing the LEAP or Pre-School budget forms, please call Cathy Scott at 802-828-5112 or Margaret Schelley at 828-5119 for assistance.

#### Submission

The completed LEAP and budget cover pages should be mailed to:

Department of Education  
Special Education Finance Group  
Attn: Margaret Schelley  
120 State Street  
Montpelier, VT 05620-2501

Copies of the excel files with the budgets completed should be e-mailed to:

[DOE-IDEAB@state.vt.us](mailto:DOE-IDEAB@state.vt.us)

cc: Superintendents  
Business Managers

Enclosures:

FY-2010 IDEA-B Basic and Pre-School Allocations Including Proportionate Share Amounts

Additional Enclosures for only Special Education Administrators:

Instructions for Local Education Agency Plan for FY-2010  
Local Education Agency Plan for FY-2010  
IDEA-B Pre-School Grant Budget for FY-2010  
Tips for Completing IDEA-B Budgets  
Handbook II Coding for IDEA Grant Applications – Function Codes and Object Codes  
FY-2010 IDEA-B Pre-School Budget Forms